



**TOWN OF DURHAM**  
15 NEWMARKET RD  
DURHAM, NH 03824-2898  
603/868-8064 603/868-8065  
FAX 603/868-8033  
www.ci.durham.nh.us

Fee: \_\_\_\_\_  
(Minimum \$25 fee if  
no work being done)

## CHANGE OF USE APPLICATION

Permit Number \_\_\_\_\_

### PROJECT LOCATION

\_\_\_\_\_ Zoning Dist. \_\_\_\_\_  
(Street No. & Name)

Map Number \_\_\_\_\_ Lot Number \_\_\_\_\_ Lot Dimensions \_\_\_\_\_

### OWNER IDENTIFICATION

Owner \_\_\_\_\_  
(Name) (Address) (Phone #)

Lessee \_\_\_\_\_  
(Name) (Address) (Phone #)

Agent  
Only \_\_\_\_\_  
(Name) (Address) (Phone #)

Contractor \_\_\_\_\_  
(Name) (Address) (Phone #)

Architect or  
Engineer \_\_\_\_\_  
(Name) (Address) (Phone #)

Contact Person \_\_\_\_\_  
(Name) (Address) (Phone #)  
\_\_\_\_\_  
(Fax Number) (E-Mail Address)

**CURRENT USE:**

Residential: \_\_\_\_\_ One Family  
\_\_\_\_\_ One Family w/ Accessory Apt.  
\_\_\_\_\_ Two or more Families \_\_\_\_\_ No. of Units  
\_\_\_\_\_ Hotel/Motel \_\_\_\_\_ No. of Units  
\_\_\_\_\_ Other, Specify \_\_\_\_\_

No. of Bedrooms\* \_\_\_\_\_ No. of Bathrooms: Full \_\_\_\_\_ Partial \_\_\_\_\_  
\*Attach State Septic System Approval - Section 38-7(D)(2)(b)

Nonresidential: \_\_\_\_\_ Amusement  
\_\_\_\_\_ Church  
\_\_\_\_\_ Personal Services  
\_\_\_\_\_ Restaurant  
\_\_\_\_\_ Service Station/Repair Garage  
\_\_\_\_\_ Retail  
\_\_\_\_\_ Office, Bank, Professional  
\_\_\_\_\_ School, Library, Etc.  
\_\_\_\_\_ Other, Please Specify \_\_\_\_\_

Describe in detail existing use of building \_\_\_\_\_  
Square footage \_\_\_\_\_  
Occupancy \_\_\_\_\_

**PROPOSED CHANGE OF USE:**

**NOTE: Planning Board Site Review required for all but Single or Two Family Dwellings (Section 172-12(B) & Section 38-9)**

Residential: \_\_\_\_\_ One Family  
\_\_\_\_\_ One Family w/ Accessory Apt.  
\_\_\_\_\_ Two or more Families \_\_\_\_\_ No. of Units  
\_\_\_\_\_ Hotel/Motel \_\_\_\_\_ No. of Units  
\_\_\_\_\_ Other, Specify \_\_\_\_\_

No. of Bedrooms\* \_\_\_\_\_ No. of Bathrooms: Full \_\_\_\_\_ Partial \_\_\_\_\_  
\*Attach State Septic System Approval - Section 38-7(D)(2)(6).

Nonresidential: \_\_\_\_\_ Amusement  
\_\_\_\_\_ Church  
\_\_\_\_\_ Personal Services  
\_\_\_\_\_ Restaurant  
\_\_\_\_\_ Service Station/Repair Garage  
\_\_\_\_\_ Retail  
\_\_\_\_\_ Office, Bank, Professional  
\_\_\_\_\_ School, Library, Etc.  
\_\_\_\_\_ Other, Please Specify \_\_\_\_\_

Describe in detail proposed use of building \_\_\_\_\_  
Square footage \_\_\_\_\_  
Occupancy \_\_\_\_\_

**IF WORK ON PROPERTY IS NOT NEEDED, PROVIDE THE FOLLOWING INFORMATION:**

Residential: Floor plans of all levels with dimensions and room/area description/layout

Commercial: Floor plans of all levels with dimensions and room/area description/layout

**IF WORK ON PROPERTY IS NEEDED, PROVIDE THE FOLLOWING INFORMATION:**

**TYPE OF IMPROVEMENT**

_____ Addition	_____ Garage	_____ Barn
_____ Alteration	_____ Storage Shed	_____ Deck
_____ Repair/Replacement	_____ Pool	_____ Sign
_____ Other, Specify _____	_____ Commercial Tenant Fit-out	

**DESCRIPTION OF IMPROVEMENTS**

\_\_\_\_\_  
\_\_\_\_\_

**COST OF IMPROVEMENTS**

Building \_\_\_\_\_

Electrical \_\_\_\_\_ Provide separate application completed by NH Master Electrician.

Plumbing \_\_\_\_\_ Provide separate application completed by NH Master Plumber.

Mechanical (Heating, Air Cond.) \_\_\_\_\_ Provide separate application completed by  
HVAC Contractor

Sprinkler/Fire Alarms \_\_\_\_\_ Submit separate application to Durham Fire Marshal's Office

Other \_\_\_\_\_

Total Cost of Improvement: \_\_\_\_\_

**BULKY WASTE DISPOSAL** (Section 118-10 See Dept. of Public Works for permit)

Blacktop, roofing materials, sheet rock, wallboard, lumber, ceramic plumbing fixtures, plastics, insulation, concrete etc.

Total amount of debris to be disposed of \_\_\_\_\_ Cubic Yards

**CONSTRUCTION PLANS** (Section 38-7(B)(2))

Provide detailed drawings of all proposed work along with floor plans of all levels with dimensions and room/area description/layout.

**SITE OR PLOT PLAN** (Section 38-7(B)(1))

Please sketch a site or plot plan below showing the actual dimensions of the project and indicate all setbacks. (Refer to attached Zoning Dimensional Table for setback requirements.)

**CERTIFICATION**

I hereby certify that I have read and examined this application and know the same to be true and correct. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating demolition or the performance of demolition.

No substantive change(s) in the project scope and accompanying plans will be made without approval of the Building Inspector.

I owner/applicant hereby agree to comply with all statutes, ordinances, codes, regulations and rules as they pertain to the exercising of this permit.

I owner/applicant hereby give permission for the Building Inspector and/or other Town employees to enter onto the property at reasonable times for purposes of assuring compliance with any permits and approvals pertaining to this permit and/or plans.

**I owner/applicant understand that this application must be reviewed by the Zoning Administrator, possibly the Zoning Board of Adjustment and Planning Board, and then the Code Enforcement Officer, and I may not start construction until the Building Permit is signed by the Code Enforcement Officer.**

\_\_\_\_\_  
Signature of Contractor or Authorized Agent/Tenant Date

\_\_\_\_\_  
Signature of Owner of Property Date

**PLEASE NOTE:**

This permit becomes null and void if work or demolition authorized has not commenced within 180 days, or if demolition or work is suspended or abandoned for a period of 180 days at any time after work has commenced.

This permit is not assignable or transferable.

## **BUILDING INSPECTION GUIDELINES**

**SEPTIC:** Installation inspection by the State; Final inspection by the Town--loamed and seeded.

**FOUNDATION:**

1. Footings to be certified as to proper location by licensed surveyor before any construction is started.
2. Foundation inspection after foundation drains and damp roofing are installed before proceeding with backfilling.
3. Floor level of garage must be 4" lower than adjoining living area.

**STRUCTURAL:** (BOCA Building Code) At the same time as electrical and plumbing inspections.

**ELECTRICAL:** (NEC) Inspection and tagging of all new service connections. Rough electrical inspection--**all boxes to be installed and grounds made up**--including basement, garage and outside boxes. Any buried electrical conduit pipe or cable requires inspection before covering.

**PLUMBING:** (BOCA & state Plumbing Code) Air or water test on all plumbing lines to point of connection is required.

**Note: All above inspections are to be done before any insulation or wall coverings are applied.**

**INSULATION PER NH ENERGY CODE:** Inspection prior to walls being covered.

**SITE:** Inspection required for in-ground and above-ground pools (BOCA Building & National Electric Codes).

**FINAL CERTIFICATE OF OCCUPANCY:** Documentation needed: Well tested for safe drinking water; State approval for operation of septic system and system is completed per plan; Driveway permit requirements signed off by Director of the Department of Public Works.

The owner or contractor is responsible for notifying the Code Enforcement Officer at least two working days in advance to schedule an inspection. Three working days are allowed to make the required inspection except for specific scheduled tests. If any work is covered with insulation or wall material prior to inspection, it shall be removed and replaced at the contractor's expense.

**A building may be occupied only after a Certificate of Occupancy has been issued by the Code Enforcement Officer.**

## BUILDING CONSTRUCTION PERMIT AND INSPECTION FEES

### Effective April 30, 2007

Payment of fee: The building permit fee (per the fee schedule) is to be paid prior to any building permit being issued and before plan review of the application has commenced.

Building Permits-One & Two-Family Residential	\$5 per \$1000 of construction cost. Minimum fee of \$25 for construction cost under \$1,000. Minimum fee of \$50 for construction cost over \$1,000.
Building Permits-Multi-Family Residential and Commercial	\$8 per \$1000 of construction cost. Minimum fee of \$25 for construction cost under \$1,000. Minimum fee of \$50 for construction cost over \$1,000.
Demolition Permits-Residential & Commercial	\$50
Electrical, Plumbing, Mechanical, Fire Suppression and Fire Detection Permits-Residential & Commercial	\$25 for construction cost \$1-\$1,000. \$15 per \$1,000 of construction cost over \$2,001.
Septic System Test Pit inspection, plan review and final inspection after State approval of the system.	\$100 per system
Sign Permits (including Sidewalk Signs)	\$25 per sign
Driveway Permits-Residential	\$100
Driveway Permits-Commercial/Industrial	\$Actual Review Cost (\$150 minimum)
Code Enforcement inspections before/after regular work hours (8:00 a.m. to 5:00 p.m. Monday-Friday, except on holidays)	\$75 per hour. Weekends: \$200 minimum fee. Travel time as necessary: \$75 per hour.
Health Inspector fee for health inspections not related to a building permit	\$50 per inspection
Inspections for changes in use to a property or changes in tenant where no construction work is required.	\$25 per inspection
Re-inspection fees: After an initial construction inspection has failed, only one follow-up inspection allowed at no cost.	\$50 per inspection

In the event that a building permit is withdrawn, 20% of the building permit fee will be retained by the Town of Durham to cover the costs of administrative and technical review of the application.

Fee for nonpermitted work: Any person who is found to have demolished, constructed, altered, removed or changed the use of a building or structure without the benefit of a building, electrical, plumbing, mechanical or change-in-use permit shall, upon issuance of said permit(s), be assessed a permit fee of twice the normal rate the permit fee would be, or \$100 minimum whichever is greater.

Noncontract work: For noncontract work, such as when a homeowner furnishes his own or has furnished free labor, but purchases the materials, the fee shall be based on the actual cost of all material with a multiplier of two (2) applied. For example, for total materials of five thousand dollars (\$5,000.):  $\$5,000 \times 2 = \$10,000$ . The permit fee would be figured on ten thousand dollars (\$10,000.) of valuation. When there is a disagreement between the applicant and the Building Official in determining an appropriate fee using either of the above methods, the Building Official shall then use the latest Building Valuation Data Report, as published periodically by the International Code Council, to determine the building permit fee. The permit fee will then be based on this assessment.